Executive Administrator Interview Questions

1. What is the most challenging part of budgeting for you?
2. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?
3. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
4. Share an experience you had in dealing with a difficult person and how you handled the situation.
5. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
6. Tell me how you organize, plan, and prioritize your work.
7. Give me an example of when you thought outside of the box. How did it help your employer?
8. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
9. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
10. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
11. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
12. Please share an experience in which you presented to a group. What was the situation and how did it go?
13. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

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14. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?
15. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
16. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.
17. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
18. Share an experience when you applied new technology or information in your job. How did it help your company?
19. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?
20. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)